

**Myerstown Church of the Brethren  
Council Minutes  
Monday, March 2, 2015 – 7:00 p.m.**

**Devotions by:** Moderator, Ronald Brubaker

- Article 1.** Approval of Council Minutes from:  
Monday, November 3, 2014 (Pg. 1 – 8)  
Sunday, February 1, 2015 (Pg. 9)

Approved by motion & aye vote

- Article 2.** Treasurer's Report
- a. Budget – January to December 2014 (A1 – A4)
  - b. Budget – January 2015 (A5 – A7)
  - c. Building Fund – January to December 2014 (A8)
  - d. Building Fund – January 2015 (A9)
  - e. Annual Financial Review (A10)
  - f. Approval of Treasurer's Report & Financial Review

Approved by motion & aye vote

- Article 3.** Church Board Reports (B1 – B18)

- a. Ministry & Evangelism – Ken Wagner

Most of our information is recorded in the Church report.

Pastor Randy Devor will be installed as the pastor of the Myerstown Church of the Brethren on Sunday, April 19<sup>th</sup> by Craig Smith. We will have a carry-in meal after the worship.

Christopher Johns will attend a session on anti-baptism, the next generation at Bethany Seminary on April 24<sup>th</sup> – 26<sup>th</sup>.

- b. Missions & Fellowship – JoAnn Houtz

In December we collected artwork for the covers of the directory. We chose which artwork to put on each cover. Also, we had a notebook put in Gathering Place for the congregation to add or make any changes to the directory.

There was a need for hats, scarves, and mittens for the residents of the Susan Dowhower home, so we had a Christmas tree set up where the congregation could bring an item in and put it on the tree. They were delivered on Christmas Day to the Susan Dowhower home and they were very thankful for the items.

We set the dates for the pictorial directory as: August 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and also September 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>.

In January, we worked on the directory and finalized it. We put them all together and then they were distributed to the mailboxes.

We accepted a letter of resignation from Sherrie Liskey.

In February, we added new names and updated the mailboxes.

Megan Hibshman has accepted the vacant position on our commission.

We also made plans for the upcoming Easter Sunrise breakfast for April.

c. Christian Education – Linda Zimmerman

We purchased Christmas gifts for the children and organized the Children's Christmas program.

We hope to start prayer pals for our children.

We hope to open communication through a monthly newsletter page.

We welcomed a new member, Lisa Maurer, and gave her materials to become familiar with our commission and what our responsibilities are.

Our main focus for the beginning of this year has been adjusting our policies and procedures to meet the requirements of the New Pennsylvania State Child Protection laws. We attended an informational meeting at Camp Swatara for church and youth leaders where a COBY's rep and lawyer presented materials concerning the new laws and how they affect our church. We also took an online training course through the University of Pittsburgh called: Welcome to the Recognizing and Reporting Child Abuse" Mandated Permissive Reporting in Pennsylvania Online Training. We will be presenting our new mandates and guidelines tonight.

d. Trustee & Property – George Nagle

Knox Box was installed for the key to the church for access by the fire company.

We welcomed Charles Krall, Eli Shirk and Dale Houtz to our commission.

Broken fan blades were replaced on heating and cooling units on roof.

Jean Barnhart agreed to lock and unlock the church as needed.

Automatic door opener for handicap access has been repaired.

The new LED lights for the new fellowship hall will be installed on March 14<sup>th</sup>.

Dean Nolt from Lawn Care Innovations has been doing an excellent job of snow removal from the parking lots.

We talked to with Paul Levan from Red Cross and are meeting with him on Monday, March 9<sup>th</sup> to look at our facility about storing cots, blankets and kits for use during an emergency disaster. We need 3 contact people from our church. The contact people will be Kitty Wenger, Linda Zimmerman and George Nagle.

e. Finance & Stewardship – Mark Bomberger

Our commission works closely with the treasurer, count offerings each Sunday and meet monthly at commission and board meetings.

f. Christian Education – Additional New Business

It was reported about the new laws for working with children and youth. The commission handed out a copy of the State of PA Mandates and proposed guidelines. Also handed out was a copy of the proposed Child Protection Covenant and a reimbursement form for the cost of state clearances.

After a time of questions and answers and discussion, there was a motion and second to approve the State of PA Mandates for volunteers working directly with children and youth.

Motion approved by an aye vote

There was a motion and second to open the budget and add a line item to Christian Education for \$1,000 to pay for the cost of clearances for the new policy for children and youth.

Motion approved by an aye vote

A copy of the mandate and guidelines and covenant are attached to back of minutes.

g. Approval of Church Board Reports

All Board Reports were approved by motion and second by aye vote.

**Article 4.** Spiritual Nurture Board Report – Jay Lentz

The Deacon Body meets on a monthly basis or as the need arises to discuss the needs of the church congregation.

The Love Offering as of our February 26, 2015 meeting was \$3,383.80.

We continue to have many prayer concerns in the congregation. Some people have had surgeries, illnesses, falls, and births. Many visits, cards, and meals were given to those in need.

In January we had a big surge of member transfers and baptisms. Additional transfer of memberships also took place during the month of February.

The Spiritual Nurture Board also met with our new pastor and his wife, Randy and Becky Devor, during our January meeting.

There are no Spiritual Nurture Board nominees to be voted into our commission, so we would like to keep open the call for two new deacons.

Frances and Ken Leffler asked for their memberships to be transferred to the Spring Creek Church of the Brethren in Hershey.

Spring Love Feast will be held on March 29, 2015.

Pastor Dean has been a great support as we go about the business of the church. We thank him and the congregation for their continued support.

**Article 5.** Election of Delegates for Annual Conference – Tampa, Florida  
Election of Alternates for Annual Conference

Church Board recommended that Steve and Breena Krick as well as Robert Biddle be our delegates to Annual Conference.

After no further nominations, there was a motion and second to close the nominations.

Motion approved by an aye vote

There was a motion and second that Steve and Breena Krick and Robert Biddle be our delegates at Annual Conference

Motion approved by an aye vote

**Article 6.** Pastor's Report

Greetings to the Myerstown Church of the Brethren! This is my last council report so I would like to thank everyone for their support for the last 14 years. Since the new year I have been quite busy. I attended five funerals and officiated at three of those services. We have had many sick in the congregation and we had about half a dozen anointings. Some of the activities that I have been involved with this year beside visiting include; attending the local Myerstown Pastors' Association, planning the Good Friday Service, attending the local Brethren Pastors' Group, attending Brethren World Missions meetings, attending the Living Hope Symposium meetings on victims of abuse, attending and hosting Brethren Missions in Haiti meetings, attending a mission meeting at our church, and attending a class for continuing education on the subject of the Holy Spirit, and other various duties.

My prayer for this Church is that we keep seeking God's presence in our daily lives and always think God size when we plan for future directions.

Approved by motion and aye vote

**Article 7.** Reception of other reports

Women's Fellowship – Susie Auman

Since the last council meeting, the following have been paid from our account:

- Advent and Lenten Devotionals
- Upper Room Devotionals
- Bingo prizes for LVBH
- ½ cost of new lights in the new fellowship hall
- Power Point software upgrade
- Flowers for Lois Romberger and Helen Wenger

Donations were made to the following:  
Operation Christmas Child  
Salad Bar ingredients for Date Night  
Cookie ingredients for Youth cookie sale  
Vine Ministry in Haiti

Income to report is \$10,353.64 from pumpkin roll and bazaar sales

Check balance as of October 31, 2014 was \$9,433.69

Balance as of March 2, 2015 is \$20,697.56

Upcoming items other than our regular commitments include costs for the upcoming Mother/Daughter breakfast scheduled for Saturday, May 2, 2015.

Ladies Aid -- Brenda Lentz

The Ladies Aid meets every Tuesday morning to quilt and knot comforters (weather permitting).

In 2014 we donated:

2 quilts: one to Disaster Relief Auction  
one to Lebanon Valley Home Auction

27 comforters:

2 Teen Challenge  
2 Lebanon Valley Home Auction  
1 Quentin Riding Club silent auction  
2 Camp Swatara Auction  
2 Disaster Relief Auction  
7 Sharing Cupboard  
8 Rescue Mission  
3 Fire Victims

We also sold 9 comforters and have 4 comforters and 9 throws in inventory.

Twelve comforter tops pieced by a 92 year old gentleman were donated to our group. In return we gave 2 finished comforters to his church for an auction for mission work.

Our checking account for 2014 is as follows:

Beginning Balance	\$794.19
Income	425.60 (of which \$210.25 was from the bazaar for comforters and small items)
Expenses	<u>799.46</u>
2014 Ending Balance	\$420.33
2015 Income	50.00
2015 Expenses	<u>99.00</u>
Current Balance	\$371.33

Our small group is very busy and will welcome anyone skilled in quilting or willing to learn. We love to teach and pass on our craft.

Youth – Andy and Christa Bender

Since the last meeting our youth has been busy. We have continued to hold out bi-weekly meetings at the church, every other Sunday.

Other events we have done have included such things as caroling with the praise team, packed Christmas Shoe boxes with Megan Hibshman, annual cookie bake & gift exchange, bowling, movie night, night with Damaskus Road at Legends, sledding, Winter Jam concert and just this past week end -our first lock in.

Youth also enjoyed hosting the ice cream social for the visit made by Pastor Randy.

Our group continues to grow now with approximately 25 youth who regularly attend meetings. During these meetings we have planned activities and lesson time. The four leaders alternate weeks on who is teaching, and who is leading game time.

Bi weekly meetings will continue and we as leaders will get together soon to set up a spring schedule!

Fellowship Hall Committee – Earl Liskey

2014 4<sup>th</sup> Quarter

October 1, 2014	
Opening Balance	\$ 3,671.02
Assets:	
0 Banquet	
0 Wedding Reception	
1 Funeral	
Sporting Events	
Rentals	
Total Assets	<u>\$ 5,797.00</u>
Sub Total	\$ 9,468.02
Check to Building Fund	
Check to Budget	
Check to Youth Room	
Expenses:	
Food	\$ 0.00
Paper Products	\$ 137.80
Misc.	\$ 2,249.82
Total Expenses	\$ 2,387.62
December 31, 2014	
Closing Balance	\$ 7,080.40

Sharing Cupboard – Anna Mae Snyder

We have great help.

We need another freezer....one stopped working and we only use all at turkey time.

Everything is going good.

Great help going to Horning's once a month for groceries. We spend \$500 and we have 2 pick-up trucks full of groceries.

	Feb. 12	Feb. 13	Feb. 26	Feb. 27
Families	40	13	29	28
Adult	72	27	62	46
Children	47	21	32	32
Items	1,204	448	844	774

There was a motion and second to accept the above reports.

Motion approved by an aye vote.

**Article 8.** Interests and Concerns

There was a motion and second that Pastor Randy Devor be our third delegate to attend District Conference to be held in October 2015.

Motion approved by an aye vote.

**Adjournment**

Adjournment at 8:15 pm





**Mandates and Guidelines for all Myerstown Church of the Brethren Volunteers Working Directly with  
Children and Youth  
(approved \_\_\_\_\_ )**

All information copied directly from or summarized from –  
<http://www.dhs.state.pa.us/>



**Mandates:**

All volunteers are required to get the following clearances as required by PA State Law:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required if:

- The position the volunteer is applying for is unpaid; and
- The volunteer has been a Pennsylvania resident continuously for the past 10 years.

Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

All volunteers will be required to obtain clearances every 36 months.

Copies of clearances obtained for another service organization and/or employment will be accepted if accompanied with a note as to what service organization and/or company holds the originals.

Clearances should be given to the Pastor and will be kept in a secured location in the Pastor's office. The MCOB secretary will keep a database of names, required clearances, and dates of said clearances. The MCOB secretary will notify volunteers 90 days prior to the required renewal date.

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

All past volunteers fall under MCOB past Guidelines and will review a copy of the MCOB Mandates and Guidelines and submit the agreement form and required clearances on or before December 16, 2015.

All new volunteers will review a copy of the MCOB Mandates and Guidelines and submit the agreement form and required clearances prior to volunteer service.

Copies of the MCOB Mandates and Guidelines and agreement forms will be available in the Church Library and signed forms should be placed in the Christian Education mailbox.

Reimbursement monies for required Clearances are available upon request. Submit the Reimbursement form in the Church Library to the MCOB acting treasurer.

Any questions please contact the Christian Education Commission.

All MCOB volunteers are **MANDATED REPORTERS**. Mandated reporters are paid or unpaid individual who, as an integral part of a regularly scheduled program, activity, or service, accepts responsibility for a child

Mandated reporters who have reason to suspect that a child is a victim of abuse must themselves make an immediate and direct Report to ChildLine - Pennsylvania's hotline for reporting suspected child abuse.

#### **Childline (1-800-932-0313)**

- ChildLine's mission is to accept calls from the public and professional sources 24 hours per day, seven days per week. Cultural sensitivity and courteous demeanor will be displayed at all times to all callers.
- ChildLine accepts reports of suspected abuse and neglect and refers reports of suspected abuse and neglect to the appropriate investigating agency to ensure the safety and well being of the children of Pennsylvania.
- ChildLine also refers reports indicating that a child may be in need of other services to the proper county agency to assess the needs of the child.

After reporting to ChildLine, these mandated reporters must then notify the person in charge of their institution, school, agency, or facility -- **MCOB PASTOR**

- The person in charge must facilitate the cooperation of the institution, school, facility, or agency with any investigation of the report
- The law does not require a child to "come before" mandated reporters for them to make a report of suspected child abuse.
- The law does not require the mandated reporter to identify the person responsible for the child abuse to make a report.

You only need to have reasonable cause to suspect that a child is a victim of abuse. Even third party information should be reported. Concerns related to the safety of children (inadequate housing, clothing and supervision can be referred to the ChildLine for assessment as general protective services cases. Once a report is received, specially trained child welfare professionals will determine whether the child is a victim of abuse and what action is necessary to ensure a child's safety and well-being.

#### **Protections for All Reporters**

- Pennsylvania law protects all reporters of suspected child abuse
- When a report is made in "good faith," a reporter is immune from civil or criminal liability
- The law imposes penalties if any person attempts to intimidate, retaliate, or obstruct an individual from reporting suspected child abuse
- A reporter may also take action for appropriate relief if discharged from employment or discriminated against in any other way as a result of making a report of suspected child abuse

The Department must notify the mandated reporter of the final status of a report - whether it was unfounded, indicated or founded - and about services provided or arranged, within three (3) business days after receiving the final results of an investigation.

## What is child abuse?

Child abuse, according to the CPSL (Child Protective Services Law), means intentionally, knowingly or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Causing the death of the child through any act or failure to act.

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.

•  
"Recent" is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit.

## Indicators of Abuse

Remember these indicators are "red flags" and may be due to unrelated circumstances and conditions. Many of these indicators may occur in children who have not been abused and may not be seen in children who have been abused.

### Child Indicators: Signs of Physical Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> <li>• Unexplained injuries</li> <li>• Unbelievable or inconsistent explanations of injuries</li> <li>• Multiple bruises in various stages of healing</li> <li>• Bruises located on faces, ears, necks, buttocks, backs, chests, thighs, back of legs, and genitalia</li> <li>• Bruises that resemble objects such as a hand, fist, belt buckle, or rope</li> <li>• Injuries that are inconsistent with a child's age/developmental level</li> <li>• Burns</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of going home</li> <li>• Extreme apprehensiveness/vigilance</li> <li>• Pronounced aggression or passivity</li> <li>• Flinches easily or avoids being touched</li> <li>• Play includes abusive behavior or talk</li> <li>• Unable to recall how injuries occurred or account of injuries is inconsistent with the nature of the injuries</li> <li>• Fear of parent or caregiver</li> </ul>

### Child Indicators: Signs of Sexual Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> <li>• Sleep disturbances</li> <li>• Bedwetting</li> <li>• Pain or irritation in genital/anal area</li> <li>• Difficulty walking or sitting</li> <li>• Difficulty urinating</li> <li>• Pregnancy</li> <li>• Positive testing for sexually transmitted disease or HIV</li> <li>• Excessive or injurious masturbation</li> </ul>	<ul style="list-style-type: none"> <li>• Sexually promiscuous</li> <li>• Developmental age-inappropriate sexual play and/or drawings</li> <li>• Cruelty to others</li> <li>• Cruelty to animals</li> <li>• Fire setting</li> <li>• Anxious</li> <li>• Withdrawn</li> </ul>

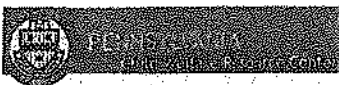
University of Pittsburgh, 2011

### Child Indicators: Signs of Mental Abuse

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> <li>• Frequent <u>psychosomatic</u> complaints (nausea, stomachache, headache, etc.)</li> <li>• Bed-wetting</li> <li>• Self-harm</li> <li>• Speech disorders</li> </ul>	<ul style="list-style-type: none"> <li>• Expressing feelings of inadequacy</li> <li>• Fearful of trying new things</li> <li>• Overly compliant</li> <li>• Poor peer relationships</li> <li>• Excessive dependence on adults</li> <li>• Habit disorders (sucking, rocking, etc.)</li> <li>• Eating disorders</li> </ul>

### Child Indicators: Signs of Neglect

Physical Indicators	Behavioral Indicators
<ul style="list-style-type: none"> <li>• Lack of adequate medical and dental care</li> <li>• Often hungry</li> <li>• Lack of shelter</li> <li>• Child's weight is significantly lower than what is normal for his/her age and gender</li> <li>• Developmental delays</li> <li>• Persistent (untreated) conditions (e.g. head lice, diaper rash)</li> <li>• Exposure to hazards (e.g., illegal drugs, rodent/insect infestation, mold)</li> <li>• Clothing that is dirty, inappropriate for the weather, too small or too large</li> </ul>	<ul style="list-style-type: none"> <li>• Not registered in school</li> <li>• Inadequate or inappropriate supervision</li> <li>• Poor impulse control</li> <li>• Frequently fatigued</li> <li>• <u>Parentified behaviors</u></li> <li>• Delinquent behavior</li> <li>• Mistrusting</li> </ul>



<http://www.pacwrc.pitt.edu/ELEARN.htm>

## Guidelines:

- **Two Person** - Two people in advisor or leader capacity should be present during any children/youth activity.
- **Visibility** - Door windows should remain unobstructed. When there is no window in the classroom door or in the rare case when two adults are not available, the door should be left open so that persons passing by can observe.
- **Parental Permission** - Parents should be well informed of all information regarding the events in which their children will be participating. In a situation where an adult has a legitimate reason to be alone with a child, such as transporting to an off site church sponsored event, parental consent must be obtained annually in writing. The adult leader should:
  - Do the following regarding the meeting:
    - Obtain consent of the student's parent/guardian
    - Meet with the student in well lighted areas, in open areas or rooms with windowed doors
    - Keep doors open
- **Transportation** - Those transporting children/youth must be 21 years of age or older, hold a valid driver's license, and possess proof of insurance of vehicle being used; they must obey all traffic laws, including the use of seat belts.
- **No physical discipline** shall be administered at any time. However, physical intervention to protect a child from harming self or others does not constitute physical discipline and may be necessary.
- **Overnight Events** - At least one approved adult male and one approved adult female chaperone will be present for overnight events if children/youth from both genders are participating. Proper permission slips with emergency contact information and health history should be on hand for quick reference.
- **Medications** – Medications should be administered by a parent at home. Exceptions may be granted to parents of children with potentially life-threatening conditions. Parents of such children should address their situation with the approved adult responsible for the event to develop a plan of actions. If an approved adult must administer medications, then the parent of the child must sign a release form.
- **Accidents** – In the event that a child or youth is injured while under our care:
  - For minor injuries – provide basic first aid
  - For injuries beyond simple first aid – the parent or guardian must be summoned immediately
- **Restroom Guidelines** – Children seven years of age and younger - an adult should escort a group of children to the rest room hallway. Children should not be sent alone or be with an adult alone in the rest room. Adults should check to see if the restroom is empty before allowing children to enter. The door is to be propped, should a child need assistance.
- **Underage Volunteers** – all youth volunteers must be 14 years of age or above and always work side-by-side with an adult.
- **Drop off/Pick up** – an established sign in/sign out procedure should be followed for all children and youth events and activities to ensure no lost or missing children. This includes Sunday School, Nursery and Children's Church.

In order to best maintain and fulfill the Commission's responsibilities, we ask that any new Bible Studies, Small Groups, Sunday School Electives, Children and or Youth Activities be submitted to the Christian Education Commission prior to beginning.

**Myerstown Church of the Brethren  
Child Protection Covenant**

The Myerstown Church of the Brethren seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. As a congregation we are entrusted to take care of our children, God's children, to the best of our God-given abilities. These Mandates and Guidelines are written prayerfully, as we lead our children and youth to grow in Faith.

For all who work with the children or youth in the Myerstown Church of the Brethren:

I accept the call to serve the Lord through working with children or youth.

I remember how Jesus welcomed the children, took them in his arms and blessed them.

I know that I follow Jesus' example, when I value young people and care for them with love and gentleness.

I recognize the importance of the responsibility entrusted to me.

I realize that my words and actions toward children and youth will influence their faith in God and their lives for many years to come.

I promise to be responsible in all of my attitudes and actions, especially toward the children or youth in my care.

I have carefully read and agree to follow the Mandates and Guidelines for all Myerstown Church of the Brethren Volunteers Working Directly with Children and Youth.

I attest that I have never been charged with nor convicted of child abuse, contributing to the delinquency of a minor, or any other criminal (physical or sexual) misconduct related to children or youth.

I attest that I will not engage in any inappropriate contact with children or youth. I will not abuse anyone physically, sexually, or emotionally. I will not engage in any unbecoming conduct.

I covenant and promise to be a good example to the children and youth entrusted to my care. I will pray and study God's Word regularly, and do my best to reflect God's Love to them.

I accept the responsibility of my ministries to children or youth with gladness and I will strive to honorably fulfill my responsibilities with integrity.

With the prayers and encouragement of the members of the Myerstown Church of the Brethren, with the support pledged to me by the Christian Education Commission, and with God's guidance, I am committed to serve in ministry to children and/or youth.

Signed \_\_\_\_\_ Date \_\_\_\_\_